

National Certificate in Business (First Line Management) Level 4

(This is subject to course registration agreement)

		Level	Credit	Version	US No	Unit Standard Title
Session 1	Day 1					“Why are you like that?”
		4	4	2	16342	Identify key organisational principles
	Day 2	4	5	4	1987	Develop strategies to establish and maintain positive workplace relationships
			9	Complete 16342 and 1987 ready to hand in at session 2.		
Session 2	Day 3	5	4	1	23394	Plan for, and carry out staff selection
		4	5	4	1297	Interview in a formal situation
	Day 4	4	3	1	23396	Demonstrate knowledge of performance management planning
			12	Complete 23394, 1297 and 23396 ready to hand in at session 3.		
Session 3	Day 5	4	5	1	21335	Lead a group/team to achieve an objective
	Day 6	4	5	1	23400	Demonstrate and apply knowledge of change management in a business
			10	Complete 21335 and 23400 ready to hand in at session 4.		
Session 4	Day 7	5	10	3	8493	Provide leadership for a team in an organisation
	Day 8					8493 continued
		4	4	4	9696	Apply problem solving techniques
			14	Complete within 30 days and return to Precision Training Limited		
Total Credits		45				

Each session will be two (2) adjoined days (8.30am to 4.30pm, two (2) 15 minute breaks and 30 minute lunch break).